

SERVICE INSTRUCTIONS FOR WRIT OF EXECUTION

PROCESS SERVER _____

Court Case No. _____

Plaintiff _____

Defendant _____

Attorney Firm/Person Requesting Service _____

Phone Number _____ Contact Person _____

Mail Address _____

Street Number, Box Number

City

ZIP

INFORMATION ABOUT THE DEBTOR

Debtor's Name _____ Date of Birth _____

SSN _____ ID/Driver's Lic. No. _____ State _____

Home Address _____ City _____

Home Phone _____ Work Phone _____

Name of Employer _____

Work Location _____ City _____

Additional Information _____

INSTRUCTIONS FOR SERVING WRIT

- Documents: ● Writ of Execution (CIV-500)
● Creditor's Affidavit (CIV-505) (if no Notices are being served)

Serve Writ on _____

Address _____ City _____ Phone _____

Directions: _____

INSTRUCTIONS FOR SERVING NOTICES ON DEBTOR

The notices are to be served only if property is seized. No notices are necessary if the PFD is the **only** item being seized or if the debtor is a corporation.

Are the notices being sent to the debtor by certified mail through the court? ☐ Yes ☐ No

If "No" is checked, all the following documents are attached and must be served. (Fill in date of Creditor's Affidavit.)

- Documents: ● Copy of Creditor's Affidavit (CIV-505) dated _____
● Notice of Levy and Sale of Property and Notice of Right to Exemptions (CIV-510)
● Claim of Exemptions (CIV-515)
● Judgment Debtor Booklet (CIV-511)

CIV-560 (7/92)(cs)

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